



PSIT COLLEGE OF HIGHER EDUCATION

Affiliated to Chhatrapati Shahu Ji Maharaj University, Kanpur (U.P.)
Recognized under Section 2(f) of the UGC Act, 1956

BBA & BCA

GUIDEBOOK

F O R S T U D E N T S

Academic Year : 2024-25



Students are advised to read this Guidebook thoroughly to follow the decorum of Institute

Campus is under 24x7 surveillance through CCTV cameras

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Welcome Note

PSIT College of Higher Education Kanpur (PSIT-CHE) welcomes you to our institute for the academic year 2024-25. We are happy to have you with us. We are excited to foster your academic strengths, personal growth and inspire your creativity.

In this Guide Book you will get introduced to the resources and services available at institute. We hope that the campus will be a comfortable place for you to study by taking advantage of the resources and services.

Quality Policy

We, at PSIT-CHE, are committed to providing the best quality of education and all-round personality development to our students in a congenial and competitive environment by using appropriate resources in order to have proficient graduates and post graduates at national & global levels. We are also committed to continual improvement towards infrastructure leading to future refinement in the quality of students, faculty and staff.

Our Vision

To achieve excellence in Professional and Higher Education and create an ecosystem for the holistic development of all the stakeholders through coordinated efforts.

Our Mission

To provide an effective environment for teaching-learning and innovation in order to transform our students into dynamic, professionally sound and socially responsible citizens with ability to adapt to the changing needs of the industry and society.

Roadmap to SUCCESS

PSIT-CHE looks forward to students to retain high standards of academic integrity. Students preparing to adopt a profession are expected to conform to a code of integrity and ethical standards corresponding with high prospects, which society shall place upon the observer of an honourable profession. To be a successful professional, the students are advised to pursue the pattern of Academic Plan of PSIT-CHE.

Two most important elements that summarize our evaluation system are the external and internal examination marks which together make 100 percent of the maximum marks. It is the only reason that all the students of the BBA and BCA under Chhatrapati Shahu Ji Maharaj University, Kanpur (CSJMU) are advised to persevere towards getting good scores in the Assignments, Class Tests, Pre-University (PU) Exam and the University Exam, in order to achieve a good profile career in national and international organizations of repute. Hence, it is important to score more than 70 percent marks on cumulative basis.

We are conducting Pre-University Exam similar to CSJMU Exam pattern which is helpful to the students in securing good marks in the university examination conducted by CSJMU. It has been observed that the students, who score good marks in internal examinations, tend to secure high percentage in university examination as well. So, it is advisable that the students should follow this pattern of study to be successful.

Apart from the Class Tests/Pre-University Exam, there are four Assignments and Attendance also carry an extra weightage in assessment of sessional marks. Thus, it is expected from all the students to take these regular class assignments and their daily attendance very seriously.

In CSJMU, the sessional marks obtained in internal examinations, are added to the external university examination marks and it holds equally good for all the courses under CSJMU i.e. BBA and BCA. Thus, it is very important for the students to pay equal attention to secure good marks in internal and external university examinations which would help them in securing high percentage in final result.

On-Campus Facilities

- State-of-the-Art Infrastructure
- UP's only Centralized AC Campus
- 33KV (24x7) Uninterrupted Power Supply directly from Power House
- On-Campus Spacious Separate Hostels (AC/Non-AC) for Girls and Boys
- Separate Hygienic AC Dining Halls for 1200 Boys and 600 Girls and Cafeteria
- RO Drinking Water Supply for All
- 24x7 Medical Facilities
- Wi-Fi Campus with Internet Leased Line of 1Gbps
- Indoor-Outdoor Games & Play Grounds
- On-Campus SBI Bank & Multiple ATMs
- Separate Luxurious AC Buses for Students and Faculty
- Centralised AC Library Equipped with Digital Access
- Hi-Tech Laboratories, Equipped with State-of-the Art Equipments
- Solar Rooftop PV Systems
- State-of-the-Art Auditorium with 1400 Seating Capacity
- Aptitude Training & Personality Development Programs
- Start up Center for our Alumni
- Innovation & Incubation Center for our Students
- Hi-Tech Computer labs having more than 1600 Computers
- Divyang-friendly Access

Student Honour Code

(An honour code is a set of rules or principles governing students of PSIT-CHE Kanpur that define what constitutes honourable behaviour. The use of an honour code is a resolve that people within the group are trusted to act honourably. Those who violate the honour code can be subject to various sanctions, including the extreme step of expulsion from the Institution.)

I, the student of PSIT-CHE Kanpur pledge that I will always uphold the honour code as under:

1. I undertake to conduct all activities - academic, research, and extracurricular in a manner that shall only enhance the prestige of PSIT-CHE Kanpur.
2. I will not lie, cheat, steal, or tolerate those who do, but report it to the authority.
3. I affirm that I will uphold the highest principles of honesty, and integrity in all my endeavours at PSIT-CHE Kanpur and foster an atmosphere of mutual respect within and beyond the classroom.
4. I shall show due respect and courtesy to the teachers, administrators, officers and employees, and good neighbourly behaviour to fellow students as it enhances the prestige of the Institute.
5. I shall pay due attention and courtesy to visitors of the Institute and residents of the campus as it enhances the prestige of the Institute.
6. I shall observe a decent civilized dress code as it enhances the prestige of the Institute and myself.
7. I know that smoking and consumption of alcoholic drinks are strictly prohibited.
8. I know that ragging in any form is a cognizable offence and is strictly prohibited.
9. I know that the students are required to update themselves with Notices, Circulars, revisions etc. regarding the rules if any from time to time informed through Email/ Website/ Notices.

"On all my work, my name affirms my Honour".

Attendance Policy

- Students are advised to maintain 100% attendance for obtaining full marks in the attendance component of sessional marks in each subject.
- Students are required to attend all the classes viz. theory lectures, tutorials, laboratory sessions, training sessions and co-curricular/extra-curricular activities in accordance with the curriculum. As per the norms of the institute, minimum 90% attendance is mandatory. Attendance can be condoned only up to 25% on medical grounds or due to other genuine and inevitable reasons which are beyond the control of the students.
- Relaxation in attendance norms will be considered for only those students who have at least 75% aggregate attendance on record.
- Absence from Class Tests / Pre-University Examination Assignments/ Quizzes/ On-Line Tests (OLTs) / Hackathons etc. will lead to severe loss of marks/failure in the internal assessment.
- In case of absence due to prolonged illness, students are required to inform their class coordinator/Head of Department at the earliest through e-mail / WhatsApp / telephone. However, such students will also be required to produce all necessary medical documents (such as medical certificate, doctor's prescription, pathology reports and fitness certificate etc. from a qualified medical officer) within three days of rejoining the classes in accordance with the S.O.P. of the Institute.
- There is no provision for going out of the institute during working hours i.e. 09:00 AM to 05:00 PM without permission of the competent authority viz Director/Dean (Request duly recommended by HOD). Hostellers, desirous of going outside the campus due to genuine and sufficient reason(s). are required to route their requests through the respective hostel warden also. Noncompliance to the above policy will invite suitable disciplinary action.
- Students should approach the admin office and apply for an online gate pass as per defined procedure in case they want to go out of the campus due to unavoidable reason(s).

Code of Conduct

Rules and regulations are basically meant for students' community to follow certain degree of discipline to ascertain maximum freedom.

GENERAL INFORMATION

1. Students must reach their lecture halls five minutes before the scheduled time.
2. Students are required to wear I-Card inside the campus from entry to exit of the academic building.
3. Use of cell phone/headphone/electronic gadget not allowed in academic areas.
4. Students are allowed to avail the facility of library, internet and canteen during free hours only.
5. Only standard books recommended by the institute are allowed. Students are advised not to use substandard guides, books or solved papers.
6. Students should keep themselves informed with the latest updates on the notice boards/ e-mails/ ERP.
7. Students can see the answer sheets of internal exams. In case of discrepancy, respective faculty member should be approached.
8. The students are strictly advised to observe the traffic rules as per Motor Vehicle Act. Not more than 2 persons are allowed on 2 wheelers in campus, and are required to put helmets. Apart from this, students must carry the legitimate and valid driving licence either coming by 2-wheeler or 4-wheeler and ensure that they are covered under Comprehensive /Third party insurance.
9. The students are advised not to do rash / negligent driving in the institute campus and maintain the speed limit as specified. They are also advised to park their vehicles at the allotted parking space. Usage of Power Horn is strictly prohibited.
10. Any kind of eatables and drinks are not allowed during the teaching hours in class rooms. However, students may carry their own water bottles.
11. Students are expected to maintain high standard of decorum and should avoid using filthy language, derogatory slogans and are also advised to refrain in being a part of any conflict with other students.
12. Ex-students/outsideers are advised to seek prior permission before entering in the campus.
13. Avoid misuse of dusters, chalks and white board markers.
14. Care must be taken while using institute's property like furniture, fixtures, computers, lab equipment, etc.
15. No indecent remarks should be written on the green/white boards, on walls or on any other fixtures.
16. Students are required to wear presentable clothes during and after working hours including public holidays at campus/while entering institute premises.
17. All students (Boys) other than Sikhs who wear Turban need to be clean shaven on all teaching days and on various events.
18. Students should always wear shoes for protection.
19. No student will miss any class for any reason(s), except in case of medical emergency.
20. Hooting and shouting of slogans inside the campus is strictly prohibited.
21. Students are expected to give due respect to the members of faculty / staff and all other students in and outside the campus.

KEEP YOUR CAMPUS "CLEAN & GREEN"

- The consumption of pan-masala, tobacco, alcohol or smoking etc. is strictly prohibited.
- Always use dustbins for waste paper, peel-offs, etc.
- Keep your campus garden clean and refrain yourself from plucking of flowers, leaves etc.
- Avoid walking on the green-lawns without any reason.
- **Spitting in the campus is not permitted at any cost.**

Fee Submission

- The fee for each academic year must be deposited latest by 20th July or as notified.
- Students will deposit their fees through ERP Portal (<https://erp.psitche.ac.in>).
- Students must clear all their dues before the commencement of the university examination.
- Mode of payment - cash / demand draft (in favour of 'PSIT COLLEGE OF HIGHER EDUCATION' payable at Kanpur) or SBI collect service (cheques shall not be accepted).

Avail SBI collect service facility to avoid inconvenience and theft / loss. Details are available on our website: www.psitche.ac.in

PSIT Hostels

A hostel is a place where you can feel at home away from home. Each hostel has its chief warden, warden and caretakers for the guidance of the hostellers. Refer to the notice-board regularly to keep yourself abreast of the latest news. So, make your stay comfortable by adhering to the following:

Accommodation

1. Hostel accommodation is available to the student, who is registered in PSIT-CHE as a regular student in various courses of education provided by the institute. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of institute will automatically cease to be a member of the hostel. Students seeking hostel accommodation must first acknowledge and agree to the terms outlined in the Undertaking via the hostel booking app on erp.psitche.ac.in. Following this, they are required to formally sign the Undertaking during the hostel reporting process
2. The students (boys / girls) enrolled in first year in hostel will not be allowed to interact with the students of second, third and fourth year to avoid any complaints of ragging.
3. The student enrolled at the institute cannot claim hostel accommodation as a matter of right. The institute reserves the discretion to provide hostel facilities to any student.

Allotment /Vacating of Rooms

4. Students seeking hostel accommodation must first acknowledge and agree to the terms outlined in the Undertaking via the hostel booking app on erp.psitche.ac.in. Following this, they are required to formally sign the Undertaking during the hostel reporting process. At the time of admission of a student into the hostel and at the beginning of every year, every resident is required to submit a duly completed Hostel Admission Form containing local guardians' address and phone number etc. Email of the student and parent should also be provided. Any change of address/telephone number of parent/local guardian must be intimated to the hostel office in writing.
5. The hostel administration will provide each hosteller with one bed, a reading table, a chair, an almirah, a fan, a tube light, and an internet access point at the time of allotment for each academic session. Upon arrival, the student must report to the Warden and take possession of the room after signing the inventory of the furniture, electrical items, and other provisions in the room.
6. Room once allotted to a student for an academic year will not be changed, except in special circumstances with the permission of the Chief Administrator / Warden. If due to management / administrative

requirement a student is instructed to shift / change the room, under no circumstances the representations by the students / parents against the instructions will be entertained by the hostel committee.

7. If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Warden/ Assistant Warden immediately and should vacate the hostel. If the hostel administration finds that any hostel resident is not eligible for hostel accommodation and is residing in the hostel without due permission from the Chief Administrator, disciplinary action will be initiated against the illegal occupants.
8. Prior to vacating the rooms, the electrical installations including fan should be handed over intact, in addition to the furniture, to the Caretaker. The student should fill up the Room Vacating Slip in duplicate and obtain no dues from the Warden.
9. Care must be taken of all properties of the hostel. Any shortage and damage etc will have to be compensated by the students of their respective rooms/floors and blocks individually/ collectively.
10. Students should bring to the notice of Warden / caretaker any pending maintenance work to be carried out in rooms, corridors, toilets or other areas in hostel premises.
11. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the hostel administration requires the rooms for the purpose of maintenance.
12. Hostel authorities are fully authorised to unlock the room in case of any emergency without responsibility for private belongings.

Code Of Conduct / Rules

13. Negligence of Hostel Code of Conduct/ Rules will lead to hostel expulsion and in this case, hostel fees will neither be reimbursed nor adjusted.
14. All hostelers are required to maintain the highest standards of behaviour and discipline expected from the students of a prestigious institution of national repute. They will behave courteously and fairly with everyone inside and outside the institute campus.
15. The rooms, common areas and surroundings of the hostel will be kept clean and hygienic. Notices will not be pasted on walls and walls will not be scribbled on. No student will litter in the hostel, café or canteen complex. All wrappers, disposable plates & cups, bottles and leftover food will be disposed off only in the dustbins.
16. Students are advised against storing valuables and large amounts of cash in the hostel premises. All personal belongings should be securely stored in the designated

cupboard and locked when the student is away from the room. Please note that the hostel administration cannot be held accountable for any loss of valuables or cash incurred by the student.

17. Any theft, emergency, loss or mishappening should be brought to the notice of hostel authorities immediately.
18. Hostellers are not permitted to allow any guests / relatives or day scholars in the room. Any breach will be liable to expulsion. Relatives are allowed in common room only.
19. Hostellers are not allowed to stay in the hostel during academic hours. Additionally, they will not visit their rooms during recess period for any reason.
20. Hostellers who are confined to their rooms due to a medical condition are required to visit the PSIT-CHE Clinic at the designated time, accompanied by a caretaker, for a medical evaluation. The doctor will assess the severity of the ailment and decide whether students are eligible to continue staying in their rooms. Students deemed fit to attend classes will be required to do so after receiving medical clearance from the doctor.
21. Electrical gadgets like heaters, iron, blower, hair dryers, heating pads, electric kettle and audio system are not permitted in the rooms except laptops, cell phones, chargers and mosquito repellents.
22. Students are duty bound to ensure that all the doors & windows of AC rooms are kept closed while the AC is ON.
23. The AC will be switched off before leaving the room. In any room where the AC is ON and the students are not in the room, the occupants of that room will be liable to pay penalty.
24. When leaving the rooms for attending classes or for vacation etc, fans, electric gadgets, lights etc should be switched off. Glass windows will be securely closed.
25. Students must vacate their rooms during summer vacations and must handover the keys to hostel authorities.
26. Hostel allocation for the subsequent academic session will not be extended to students (Hostellers) who do not sustain a minimum aggregate attendance of 90% in academics. Any medical excuses for attendance deficiencies will not be considered.
27. The students residing in the Hostel, will generate their respective online out pass on their own through their account on erp.psit.ac.in. The eligibility criteria of attendance for the same is as under:
 - (a) Short out pass: Minimum 90% aggregate attendance in academics.
 - (b) Long out pass : Minimum 95% aggregate attendance in academics
28. Online pass will not be generated by any hostel warden except in case of genuine emergency and that too with prior approval of the competent authority.
29. To ensure a balanced approach, hostellers (girls) are granted the opportunity for outings once a week, typically on Sundays or holidays, through short out passes. It is mandatory for them to return to the institute hostel no later than 7:00 PM on the same day. Additionally, they may avail themselves of a long out pass once a month, with prior approval from the relevant authority, allowing them to visit either their homes or the residences of local guardians. Eligibility criteria, as outlined in Paragraph 3 (a) & (b) above, must be met for such permissions.
30. In accordance with standard policy, hostellers (boys) have the opportunity to go out up to three times a week, facilitated by short out passes. It is mandatory for them to return to the institute hostel no later than 9:00 PM on the same day. Additionally, once a month, they may utilize a long out pass to visit either their homes or the residences of local guardians, subject to prior authorization from the relevant authority. Eligibility criteria, as outlined in Paragraph 3 (a) & (b) above, must be met for such permissions.
31. Hostel students failing to uphold an aggregate academic attendance of 90% for short out pass and 95% for long out pass will have their out pass privileges automatically revoked.
32. Hostel residents who return after the designated times from a short out pass, specifically after 7 PM for girls and 9 PM for boys, on the same day will face a minimum suspension of their out pass for 15 days.
33. The administration has a strict policy regarding blocked out passes and interactions with hostel staff. This policy prioritizes maintaining order and discipline within the hostel premises. It's essential for hostellers and their parents or guardians to adhere to these rules to avoid any potential consequences such as suspension or expulsion from the hostel.
34. Leaving the hostel without prior permission is strictly prohibited and any student violating the rule will be punished suitably.
35. Students can not avail any leave to attend any function or wedding of their kith and kin during the academic session.
36. All the parents/guardians of hostel residents should refrain from interfering in any administrative issue of hostel management.
37. Hostellers must maintain a peaceful atmosphere while listening to music over phone so that roommates are not disturbed.
38. Students must make their own arrangements for religious activities like observing fasts etc.
39. No hostel student will visit Ganga Ghat/ Ganga Barrage/ riverside, canals or any other place for bathing, picnic, photography or boating etc.
40. Hostellers will not be allowed to avail the bus facility except those hostellers who have paid a bus fee for commuting to exam centre during end semester University examination days.
41. If a student is suspended / expelled from the institute for any reason, he/she will immediately vacate the hostel on the same day. His/her continuance in the hostel will be treated as an unauthorised occupation.

42. The institute/hostel authorities retain the right to perform periodic inspections of hostel rooms without prior notification to uphold cleanliness and orderliness standards. These inspections aim to enforce regulations and prevent unauthorized items from being stored in the rooms.
43. Consumption of tobacco, cigarette, alcohol or any other form of narcotics is strictly prohibited. If found, the student will be penalised accordingly.
44. Gambling, in any form, such as playing cards (even without money) is strictly prohibited.
45. All the hostellers must be present in their respective rooms and keep the rooms open as per stipulated time to enable wardens / Caretakers to record the attendance at night. No student will be permitted to leave their respective rooms after night attendance. There's a strict policy in place regarding students visiting each other's rooms. They are encouraged to utilize the common room for group studies and discussions.
46. Walking along staircases, corridors etc should be silent, gentle without creating nuisance/noise which could disturb the fellow hostellers.
47. Silent Hours of the hostel are from 10:30 PM to 5:00 AM. Strict silence shall be maintained during these hours. Care must always be taken to ensure that music/loud talking is NOT audible outside the room.
48. No form of celebrations or noisy activities that may disturb other residents in the hostel premises will be permitted. Additionally, hostellers are prohibited from organizing any group activities in their rooms.
49. Birthday can be celebrated only in common room or canteen with prior permission.
50. If any hosteller is found indulging in any form of instigation/intimidation/threat to any other hostellers, he/she will be penalised accordingly.
51. No hostellers will quarrel or fight within PSIT campus, under any circumstances. In case any such incidence takes place, it should be intimated to the Warden immediately.
52. Collection of any kind of donation (religious / otherwise) is strictly prohibited.
53. Students are expected to use water responsibly, avoiding any wastage in washrooms or at drinking points. RO water is designated for drinking purposes only; therefore, washing hands, brushing teeth, or cleaning clothes with RO water is strictly prohibited. Any student found misusing RO water will face penalties.
54. Wrong entry, improper/lack of entry in exit register, signing on behalf of another person, tempering with entries, proxy attendance and misguidance of any nature are punishable.
55. Newspapers and magazines are provided to students in each hostel. No student is allowed to take any newspaper or magazine to his / her room.
56. It's expected that every hosteller consumes all the food served on their plate to prevent unnecessary wastage in the mess. Any instances of food being discarded will be addressed with appropriate penalties.
57. Cold drinks/ soft drinks cannot be brought from outside. The same can be purchased from institution canteen.
58. During the academic days, the students will refrain from ordering any food from outside till 5.15 PM. It can be collected between 5.15 PM and 7.00 PM from main gate and after 7.00 PM till 9.15 PM from Check point.
59. Outside food items will not be permitted for consumption in hostel rooms. There is a separately assigned area in the Dining Hall for the same, which can be utilised as per the stipulated time.
60. All the packets of the food, being ordered by the students from outside, will be checked by the caretaker and a security guard at the distribution point before it is handed over to the students to ensure that no unauthorised / illegal item is being delivered to the students by the delivery person.
61. No student is permitted to cook any kind of food in the hostel premises by any means. The defaulters will be penalised for the same.
62. Room services are strictly prohibited. However, sick diet may be served in room after taking permission from Warden.
63. Students must refrain from pasting any kind of posters, banners or decorations in the room.
64. The arrangement of furniture in the rooms must adhere to the prescribed room layout as displayed on hostel notice board. Any deviation from this arrangement will result in appropriate penalties for the defaulter.
65. Using a bedsheet is mandatory for all students. Hostellers are advised to use plain bedsheets and pillow covers in any colour, no printed bedsheets are permitted.
66. No hosteller is allowed to move around in the Institute campus in casual dress or footwear.
67. Hostellers must refrain from vitiating the decorum by using foul language or hooting under any circumstances.
68. Hostellers are prohibited from conducting any business / commercial activity in the hostel premises.
69. Participation in sports is compulsory.
70. All students from 1st, 2nd, and 3rd years are encouraged to engage in morning physical activities. Fourth-year students are encouraged to also join these activities to the best of their ability.
71. Laundry is compulsory (6 kg clothes per 10 days and three times in a month) except undergarments, handkerchiefs and socks.
72. Agarbatti, Dhoopbatti, Candles, Lighter & match Box are strictly prohibited in the rooms.
73. The hosteller shall not remove any fittings from any other room or common area and get them fitted in his/her room.
74. Maintaining cleanliness in shared living spaces is essential for the well-being and comfort of all residents. The administration emphasizes this by enforcing a

policy of debarment from hostel allotment for the next academic session for those who fail to meet this standard. This policy underscores the importance of personal responsibility and respect for communal areas. It serves as a reminder for hostellers to take ownership of their living environment and contribute to a hygienic and orderly atmosphere.

75. Ragging of any kind is severely punishable under UP Prohibition of Ragging in Educational Institutions Act, 2010. If any student is found involved or held guilty of ragging and/or abetting ragging, actively or passively or being part of conspiracy to promote ragging in any form or found involved in any other type of disciplinary activities, he/she shall be liable to be penalized depending upon the nature and gravity of the offence, as established.
76. Freshers should report incidents of ragging immediately, if any. Those who do not do so when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly.
77. When the students committing or abetting the crime of ragging are not identified, collective punishment on suspected group could be resorted to as possible deterrent measure, as it would ensure community pressure on the potential raggings not to indulge in ragging.
78. Hostellers will not participate in any anti-national, antisocial or undesirable activity in or out of the campus.
79. Access to the girls' hostel is strictly limited to female students, and access to the boys' hostel is strictly limited to male students.
80. No overnight guests are permitted in the hostel.

Disciplinary Measures

81. Any hosteller who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any of the conduct rules, or violation of any rules will be liable to the following:-
 - (a) Expulsion from hostel.
 - (b) Suspension from the institute and academic privileges.
 - (c) Suspension/expulsion from the hostel Mess
 - (d) Debarring from Training/Placement process
 - (e) Debarring from appearing in any test/examination or other evaluation process
 - (f) Withholding of results
 - (g) Withdrawal of bus facility for examination centre.
 - (h) The cost of damage shall be fully recovered from him / her together with penalty.
 - (i) He / she shall be fined commensurate with the offence committed.
 - (j) Any other punishment, deemed fit, by the institute.
82. Any hosteller found hosting / harbouring an offender will also be liable to the punishments mentioned in Rule 81 (a) to (j).

83. Any breach of the Conduct rules or any act of indiscipline will invite an enquiry that will be conducted by Hostel Administration. If the student is found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel. Once the decision is taken it shall be final and irrevocable. All correspondence shall be made with the parents/guardian of the hostellers simultaneously.
84. Tipping of Wardens, Caretakers, security guards, cleaning staff is strictly prohibited.
85. The laid down timing of Library, for the hostellers, will be strictly adhered to.
86. Students' union is strictly banned in the institute.
87. Parents are encouraged not to interact with the Chief Administrator / Warden regarding fines or penalties imposed on students for disciplinary issues.
88. Periodically, during power shortages or blackouts, the air conditioning systems in the hostels may temporarily stop functioning. However, if the hostel's air conditioning system remains non-functional for more than ten days, students will be entitled to a complete refund of their hostel fees for the affected semester.
89. Students applying for hostel accommodation and their guardians are strongly encouraged to provide genuine medical fitness certificates. It is essential for students to disclose any serious medical conditions at the time of hostel admission. The institute management or hostel administration cannot be held responsible for any consequences arising from undisclosed medical conditions.
90. Each student is allocated 4GB of data per day exclusively for academic purposes. It is imperative that this data is not misused for activities such as browsing the internet or downloading videos/movies. Additionally, the use of routers or Wi-Fi devices within the rooms is strictly prohibited. Any student found violating these regulations will have their device confiscated and will be subject to penalties.
91. The management reserves the right to periodically review and update the afore mentioned regulations. Any concerns or objections from students, parents, or guardians regarding these revisions will not be considered.

MEDICAL

1. The first-aid medical facility is available to the regular students inside the campus.
2. In case of any contagious disease, like chickenpox, measles etc, the wards will have to rush to their homes immediately and stay there until they are fit to rejoin.

LEAVE

1. Leaving the hostel without prior permission is punishable.
2. Inmates are not supposed to stay at the local guardians' place on a day gate pass.
3. As a matter of general policy, hostellers (girls) are allowed to go out once in a week on Sundays/Holidays or can either go home or at local guardians' place once in a month and that too with prior permission.
4. As a matter of general policy, hostellers (boys) are allowed to go out locally thrice a week in the evening. However, they are required to return to the institute hostel positively by 9:00 PM on the same day. They can go home or to local guardians' place once in a month only and that too with prior permission.

5. Students can not avail any leave to attend any function or wedding of their kith and kin during the academic session without prior permission from the academic authority.

DINING HALL

1. Inmates are advised to occupy the tables in proper serial order and not in a scattered way.
2. Any dissatisfaction with the quality or quantity of food should be reported to the concerned hostel warden/ caretakers.
3. Only hostellers are allowed to use the mess facility.
4. Misbehaviour with mess or hostel staff is punishable.
5. Wastage of food is a social evil – avoid it.
6. Dining hall furniture like chairs, tables, etc., and utensils like stainless steel tumblers, plates, spoons etc., are not to be taken out of the dining hall. If anyone is found taking these dining hall properties out, he/she will be suitably penalized.
7. The hostel kitchen is strictly "Out of Bounds" for the students.

HOSTEL ALARM	FROM	TO
Internet Facility (on All Days)	5:00 AM & 5:00 PM	7:30 AM & 12:00 Midnight
Bed Timings	12:00 Midnight (max)	6:00–6:30 AM
Day Outing Timings (for Girls) Sunday/Holiday	9:00 AM	6:00 PM
Day Outing Timings (for Boys) Sunday/Holiday	9:00 AM	8:30 PM
Breakfast	7:30 AM	8:50 PM
Lunch	12:35 PM	1:25 PM
Evening Tea	4:55 PM	6:00 PM
Dinner	7:30 PM	9:00 PM (max)

For any queries related to hostel, girls can contact at gh@psit.in and boys can contact at bh@psit.in

THE DINING HALLS ARE UNDER SURVEILLANCE THROUGH CCTV CAMERAS

Transportation

AC BUS FACILITY

- Students availing the bus facility must deposit their bus charges at the time of registration each year, failing which they will not be allowed to avail the same.
- Bus facility is for the whole academic session only. However, it can be withdrawn within 15 days from the date of registration with a deduction of 10% of annual bus charges. After completion of 15 days, bus charges will not be refunded.
- I-Card must be shown to the bus attendants before boarding the bus, failing which he/she will not be allowed to board the bus.
- Students should consider it mandatory to board the bus on time and the bus will not wait in any circumstances. The students should be supportive of the bus staff for the desired convenience.
- Students attempting to use bus facilities without paying bus charges shall be charged a penalty for whole month's bus charges or as deemed fit by the management.
- Hostellers or unauthorized day scholars are not allowed to claim bus facilities.
- During non-routine days (on account of special events, examination etc.), the bus routes can be modified and students will be intimated accordingly.
- Due to unforeseen circumstances/exigencies, in case the bus is not available for the route, students will have to make their own arrangements for travel and no alternate arrangement will be made by the institute.
- Though due care is taken by the institute, no student can make any claim on the institute in case of any accident/mishap. The students travel in the buses at their own risk and responsibility.

Library

WORKING HOURS & HOLIDAYS

Monday to Saturday : 09:00 am – 05:00 pm

Sunday & Holiday : 10:00 am – 02:00 pm

IMPORTANT NOTICE

Library hours can change as per schedule of university examination and the change will be displayed on notice boards/student portal.

The library shall remain open on all days except national holidays.

ISSUING BOOKS & PENALTY:

Issuing Books:

- 3 books shall be issued at a time for 10 days only (Macro A/C).
- Once a book is issued, it shall not be re-issued for next 10 days in continuation (Macro A/C).

Late Fee:

- Rs. 10/- (per day per book) will be charged, if the books are returned after 10 days from the issuing date. (Macro A/C*).
- The information regarding fine imposed will be displayed on the erp.psitche.ac.in as well as on the login of library collectively by the 10th January (for Odd semester) and by 15th June (for Even semester) of each session.
- The students are required to contact accounts department time to time to know the amount of penalty charged and as per norms, deposit the same in the accounts department, before the commencement of next semester or the given date.

Note: The above rules are intended to regulate the use of library resources and will be reviewed periodically to meet the changing needs. Any changes in the rules, instructions and information will be notified on the library notice board.

** Macro A/C: A macro account in library refers to an account that is being opened for a tenure of 10 days when a student got issued a book.*

GENERAL RULES

- The students are responsible for the proper upkeep of the books / reading materials of the library. In case of default, penalty in the form of a new book / reading material of recent publication will be imposed on them. In case of loss of book(s), cost of book(s) shall have to be deposited within a week's time failing which an amount equal to double of the cost shall be charged. However, if the lost book is returned, then the late fee amounting to not more than 50% of the cost shall be charged.
- The current edition of the periodicals and the journals along with reference books like encyclopaedias, dictionaries, and the rare books will be provided for reading in the library premises only.
- It is mandatory to observe silence and congenial atmosphere in the library. Any student violating this would be debarred from using the library service for further reading purpose.
- Cell phones, ear-phones, etc. are strictly prohibited in the library premises. Only Laptops are allowed.
- Students are advised to keep their personal belonging at the entrance of the library under supervision of security personnel and CCTV cameras to avoid loss, theft and damage.
- Any kind of marking, underlining, clipping of books is absolutely forbidden. Readers shall be held responsible for any damage done to the book belonging to the library and shall be required to replace such book or pay the value thereof.
- Absence from the institute will not be allowed as an excuse for the delay in the return of books.
- Under special circumstances, the librarian may refuse the issue of books or recall the books already issued from any member without assigning any reason thereof.
- The library may accept donation of manuscripts, books, periodicals, etc. from the donors. Such donations once accepted will become the absolute property of the institute.

THE LIBRARY IS UNDER SURVEILLANCE THROUGH CCTV CAMERAS



PSIT-CHE Career Enhancement Program

PSIT-CHE understands the need for enabling its students on subjects beyond the curriculum and actively engages all students in various training programs throughout their tenure in the institute. The comprehensive training program at PSIT-CHE is handled by in-house experts, faculty members and expert trainers from outside. It is provided free of cost to all students.

In order to provide the students an all-round exposure, the training programs at PSIT-CHE are categorized into two major divisions - technical training and corporate training. While the technical training program focuses on the technical topics that are outside the university curriculum, the corporate training focuses on the verbal and analytical abilities of the students that are important for qualifying written tests and interviews conducted by recruiters.

Technical Training

The major objectives of the technical training program are:

- 1. To bridge the gaps between the industry needs (as specified by our recruiters) and the academic syllabus
- 2. Prepare students for their recruitment and other interviews and tests
- 3. Boost confidence of students through enhanced skill development programmes
- 4. Keep students abreast of the latest technologies to keep them globally competitive

The technical training program at PSIT-CHE starts as soon as the students join the institute and continues throughout their tenure in the institute. The subjects and their coverage increase in complexity and content as the student progresses so that it is easy for them to grasp and retain the knowledge.

In order to ensure compliance and to measure progress, the technical training schedule includes three tests on the subject being covered in each semester. The marks obtained in these tests are compiled for analysis and feedback to the trainee. These marks also contribute towards a percentage of the internal 'general behaviour' marks awarded to the student in each semester. In addition to the 'tests', the training programs also include regular quizzes, assignments and mock interviews to ensure all-round learning. Attendance is compulsory in all training programs and is counted towards calculation of overall attendance. Regular absenteeism will not be tolerated and will be dealt with due seriousness.

Experiential learning techniques are used extensively and students are made to face real-life situations as part of their learning.

We also provide guidance to all students who aspire for higher studies and planning for preparing for competitive exams such as CAT, We have tied-up with the experts for the same. The classes are conducted on regular basis during the college hours only.

Technical Training Module for BBA

- MS Office Suite
- Advance Excel, Data Modelling
- SAS / SPSS / R-Lab /Tableau
- Company-specific Technical Training

Technical Training Module for BCA

- C, Data Structure & Algorithm, Problem Solving Approach
- Advance Java, DBMS
- Python
- Full Stack Development
- Company-specific Technical Training
- Google Cloud

Corporate Training

The corporate training program at PSIT-CHE has been devised keeping in mind the important role professional training plays in preparing and positioning our students at global workplace. Based on a thorough training needs analysis, an elaborate plan has been prepared with the objective of effectively bridging the gap between competence and ability of our students.

All our training modules have been carefully designed, developed and integrated into the regular courses. Training is delivered by a dedicated team, comprising of industry-experts and professional trainers who work all year round by teaching, training and mentoring the students throughout their course of study.

Our 'Placement Training', essentially, focuses on the following identified thrust areas:

- Verbal Ability
- Logical Reasoning
- Linguistic Aptitude
- Verbal Reasoning
- Quantitative Aptitude
- Non-Verbal Reasoning

In addition to the above, we provide 'Personality Development Training' (Soft Skills Training) which includes the following areas:

- Self-Awareness
- Creativity
- Communication Skills
- Decision-making
- Group Discussions
- Positive Attitude
- Goal Setting
- Listening Skills
- Presentation Skills
- Facing Job Interviews
- Leadership
- Time Management
- Interpersonal Skills
- Speaking & Writing Skills
- Life Skills

Placement

The centre for 'Corporate Relations' continuously makes efforts to develop skills and employability quotient in the students. Students are trained on the latest technologies used in the industry from the very first year to make them industry-ready by the time they reach the final year. Therefore, it is the responsibility of the students to ensure that they take full benefit of the training and placement programmes introduced to them by the institute so as to get placed with their dream companies.

- The eligibility criteria of all renowned companies is 60% and above marks in class 10th, 12th and 65% and above marks in BBA/BCA Hence, students are advised to work hard and get good marks.
- Placement assistance will be provided to students who have secured minimum 60% aggregate marks in the respective courses being pursued in PSIT-CHE. Therefore, students are advised to maintain their academic percentage above 60% from the first year itself.
- Most of the companies' eligibility criteria state that students should not have a backlog. So, clear all your papers. If at all you end up getting a backlog, please clear it as soon as possible.
- Companies base their selections on the academic/technical knowledge that a student possesses. Here your seriousness towards your course curriculum, projects, summer training and technical training will be brought to fore.
- Some companies give equal weightage to communication skills and academic/technical knowledge. Pay attention towards enhancing and improving your spoken and written English skills from the very first day.
- All the information regarding placement is uploaded on the placement portal of erp.psitche.ac.in and students are sent messages on their mobile phones. Along with this, students can clarify their doubts online on the CR-Wall. Connect with us on Facebook (PSIT Corporate Relations) to know the latest buzz in placements. It will keep you updated about the kind of companies that visit our campus.
- Students are advised to check the placement portal daily for any updates related to the centre for Corporate Relations. Please do not change your contact numbers so that you receive all the messages that are sent to you. Choose one mobile number and keep it throughout. Do not keep jazzy usernames for your e-mail id which you use to communicate with the institute. The email id which you upload on the placement portal is the one which is sent to the companies by us. Keep a formal username like: psit.pravin.kumar@domain.com
- We suggest you to read newspaper daily and watch news channels. Please keep yourself abreast with the corporate news.

These are some important tips that will help you achieve a dream job. This will make us and your parents feel proud of you.

IT/Network Cell Guidelines

- All hostellers have to register their LAPTOPS for accessing internet at IT / Network Cell. Day scholars can access internet only in LABs. Special permission will be granted for project work / important work.
- Mobiles, iPADS, Tablets or other Wi-Fi enabled devices will not be registered for internet access.
- Any student caught with illegal, irrelevant or any other notorious web surfing will be penalised as per rules.
- Hostellers can avail internet facility between 5:00 AM – 7:30 AM & 5:00 PM – 12:00 Midnight.
- All students have to register their problems related to IT/Network at HELPDESK through class coordinator.
- Students can see or monitor their attendance, internal marks, time table, notices, etc. by accessing institute portal - erp.psitche.ac.in

Ragging Free Campus



संस्थान में रैगिंग में पकड़े गए छात्र/छात्राओं को संस्थान से निष्कासित किया जा सकता है जिसकी जिम्मेदारी स्वयं छात्र एवं छात्राओं की होगी। संस्था द्वारा निर्धारित कोड से भिन्न यदि कोई छात्र समूह द्वारा कोई अनौपचारिक कोड विशेषकर प्रथम वर्ष के छात्रों हेतु बनाए जाने की बात प्रकाश में आती है तो उसके विरुद्ध कार्यवाही की जाएगी। छात्र/छात्राएं रैगिंग संबंधित शिकायत, Complaint Box (शिकायत पेटिका) डाल सकते हैं। इन पेटिकाओं में से प्राप्त शिकायतों की जाँच करारकर यथोचित कार्यवाही/निराकरण कराया जाएगा। रैगिंग एक सामाजिक बुराई है। रैगिंग छात्र का मानसिक एवं शारीरिक उत्पीड़न है। अतः यह अवांछनीय है और इसे समाप्त होना चाहिए जिसके लिए सभी का सहयोग अपेक्षित है।

Institute has ZERO tolerance to ragging.

Ragging is any act which violates the dignity of the individual student or is perceived to violate his/her dignity.

Ragging is banned: A Social Evil and a Criminal Offence

Ragging is prohibited as per the directions of Hon'ble Supreme Court of India and as per the guidelines issued time to time, by UGC and Department of Higher Education, Govt. of UP. It is also prohibited and punishable under UP. Prohibition of Ragging in Educational Institution Act, 2010.

Thus, if any student is found involved or guilty of ragging and or abetting ragging, actively or passively or being part of conspiracy to promote ragging in any form, or found involved in any other type of indiscipline activity he/she shall be liable to be penalised depending upon the nature and gravity of the offence, as established.

Please also refer to Anti-Ragging Guidelines booklet and Anti-Ragging link on www.psitch.ac.in

ARBITRATION

For any dispute arising out of the infringement of the rules, venue of arbitration shall be limited to the jurisdiction of Kanpur city only.



HELPLINE NUMBER

+91 767 099 8888

www.psitche.ac.in